

# Understanding Your Thrift Savings Plan Participant Statement

FERS Participants

# Your TSP Account Information Is Important To Your Future . . .

**REVIEW IT -**

You will receive a statement about your TSP account twice a year (in May and November). Read your statement carefully to make certain it accurately reflects your transactions and personal information.

# **CORRECT IT —**

If any information is incomplete or incorrect, contact your agency personnel office (if employed) or the TSP Service Office (if separated).

KEEP IT -

Keep your statements with your other important financial records. You may want to refer to them to monitor your investments, see how your account has grown over the years, or plan for retirement.

#### Vestina

This shows when you meet the service requirements that entitle you to the Agency Automatic (1%) Contributions in your TSP account.

### Beginning Balance

This shows the amounts in each fund and your total TSP account as of the beginning of the reporting period. They are the same as the amounts in the Ending Balance lines on your previous statement.

#### The Funds

This is a summary of activity in your account for each investment fund. You decide how much to allocate to each fund. Active employees can change their payroll contributions twice a year during TSP Open Seasons (Form TSP-1). All participants can make up to 12 interfund transfers annually — one per month (call the ThriftLine or submit Form TSP-30).

#### **Transactions This Period**

This shows the sum of all deposits, adjustments, loans, loan payments, interfund transfers, etc., during the reporting period, as shown in detail on the back. For example, the transactions for the C Fund totalled - \$8,650.85:

C Fund Transactions	<b>Activity Code</b>	Amount
Total Contributions	D	\$819.14
Interfund Transfer	T	- 8,315.32
Loan	L	- 1,226.69
Total Loan Payments	Р	77.74
<b>Total Earnings Correction</b>	s C	0.05
Total Adjustments	Α	5.77
Transactions This Period		- \$8,650.85

### **Earnings This Period**

This shows how much your account has earned during the reporting period. For example, in the C Fund, earnings were \$1,581,27:

C Fund Earnings	Activity Code	Amount
November	E	\$1,133.37
December	E	- 156.26
January	E	413.16
February	E	56.96
March	E	- 308.88
April	E	442.92
Earnings This Period		\$1,581.27

#### Name, Social Security Number, Date of Birth

These are your key account identifiers. Make sure they are correct.

Name: MARY SMITH

Date of Birth: 02/01/60

G FUND

F FUND

C FUND

TOTAL

BALANCE

Rates of

Return

Address

Numbers in

are negative)

Social Security Number: 923-45-6789

THRIFT SAVINGS PLAN

PARTICIPANT STATEMENT

Transactions This Period

Transactions This Period

Transactions This Period

ACCOUNT Transactions This Period

G Fund

F Fund C Fund

MARY SMITH 123 MAIN STREET

The ThriftLine: (504) 255-8777 can give you . .

ANYTOWN, STATE 54321

Earnings This Period

Earnings This Period

November Dec

.53%

1.69% 7.54%

Ending Balance

Beginning Balance 15,000.00

Ending Balance 12,083.26

(.93%) (1.97%)

1996

Earnings This Period

Ending Balance

Beginning Balance

Earnings This Period

Ending Balance

Beginning Balance

Total Service Required for Vesting: 3 Years from 11/02/87 (TSP Service Computation Date)

Beginning Balance 5,000.00

\*If you choose to submit a Beneficiary Designation (Form TSP-3), you are responsible for its correctness.

3,409.05

8,684.81

2.500.00

2 479 34 -

42.96

63.62

7,500.00

4.902.81 -

737.64

3,334.83

3,973.10 -

1,056.36

.56%

.30%

275.76

#### Reporting Period

For the period: 11/01/96 through 04/30/97

Beneficiary Designation on File:\* Yes, dated 03/06/95

4.000.00

5.567.96

286.42

9,854.38

2.000.00

1,969.56 -

34.49

64.93

2,998.45 -

674.92

3,676.47

12,000.00

599.95

995.83

13,595.78

1 49%

6.00%

For detailed information about Activity Code A, C, V, or Y, see your agency employing office.

6,000.00

Retirement Coverage: FERS (K)

Separation Status: Not separated

Source of Contributions

1.000.00

1.393.44

2,465.04

500.00

492.13 -

8.62

16.49

749.59 -

168.71

919.12

3,000.00

151.72

248.93

1997

March

.57%

(1.11%) (4.13%)

The Web site: www.tsp.gov has .

3.400.65

February

.51%

24%

.79%

1,500.00

71.60

Employee Agency Automatic (1%) Agency Matchi

TSP-8-A

Total

10.000.00

10,370.45

21,004.23

5 000 00

4 941 03 -

86.07

145.04

15,000.00

8.650.85 -

1,581.27

7,930.42

30,000.00

3,221.43 -

2,301.12

29.079.69

7.09%

25.02%

Last 12 Months

(May '96 - Apr '97)

633.78

Statements are issued every 6 months and include all activities processed for the reporting period.

#### Type of Retirement Coverage

Your retirement coverage defines your TSP participation rules. Make sure it is correct.

#### **Separation Status**

This shows whether you are employed or have left Government service as reported by your agency.

#### **Beneficiary Designation on File**

If the TSP has received a Form TSP-3, Designation of Beneficiary, from you, the date you signed it is reported here.

#### Source of Contributions

Contributions to your account are from three sources:

Employee Contributions, up to 10% of your basic pay each pay period. are submitted as you requested on Form TSP-1.

Agency Automatic (1%) Contributions equal 1% of your basic pay. Your agency automatically deposits this amount into your account.

**Agency Matching Contributions** are your employer's contribution when you contribute your own money. Your agency matches your contribution dollar for dollar for the first 3% of your basic pay you contribute, and 50 cents on the dollar for the next 2% you contribute.

# Rates of Return

The rates of return for each month in the 6-month reporting period are shown here for each fund. The last column indicates the performance of each fund over the last 12 months.

This is the address for you in the TSP database. Your agency reports your address for your TSP account. Be sure to keep your address up to date.

# **Ending Balance** This is the amount in your

account at the end of the reporting period and will be the Beginning Balance on your next statement.

## Message Space

Look here for special messages

#### ThriftLine and TSP Web Site

Call the ThriftLine to get rates of return or vour account balance, to request an interfund transfer, to find out the status of a loan request, or to get a new PIN. Visit the TSP Web site to learn about the TSP and download up-to-date forms and materials. You will also find a calculator to project your future account balance.

The back of the Participant Statement

shows details of your account transactions by month. Your agency is responsible for your payroll contributions, loan payments, adjustments, and error corrections. If you have questions about your contributions, adjustments, or other payments to your account, see your agency personnel or payroll office. The TSP record keeper calculates your earnings each month and records other account activity related to interfund transfers, loans, and withdrawals.

The **Source** columns show where the money in your account comes from. The amounts in each row in the three columns under **Source**, when added, equal the amount in the **Total** column. Make sure that:

- Your Employee Contributions equal the amounts reported on your earnings and leave statements as deductions from your pay.
- Your **Agency Automatic (1%) Contributions** equal 1% of your basic pay.

 Your Agency Matching Contributions reflect the correct amount of matching on the first 5% of your basic pay that you contributed.

The **Investment Fund** columns show how each transaction is allocated among the three TSP funds. You should make sure that contributions are allocated the way you indicated on your most recent TSP Election Form (TSP-1). The amounts in each row in the three columns under **Investment Fund**, when added, equal the amount in the **Total** column.

# **Sample Statement**

Ms. Smith contributes 5%, or \$57.69, of her basic pay each pay period to her TSP account. In November, her Agency Automatic (1%) Contribution, \$11.54, and the additional 4% Agency Matching Contribution, \$46.15, brought each deposit (Activity Code D) to \$115.38. She allocated 40%, or \$46.16, of the total contribution to the G Fund; 35%, or \$40.38, to the F Fund; and 25%, or \$28.84, to the C Fund. In November, earnings on her account (Activity Code E) were \$1,272.17.

Ms. Smith requested an interfund transfer by calling the ThriftLine. She requested to have 75% of her November 30 account balance invested in the G Fund and 25% in the C Fund. The interfund transfer (Activity Code T) moved \$8,315.32 from the C Fund and \$5,166.16 from the F Fund, for a total transfer to the G Fund of \$13,481.48. The transfer moved the money already in her account as of November 30, but did not change the way her future contributions would be deposited.

Ms. Smith submitted Form TSP-20 for a \$5,000 loan (Activity Code L), which was effective as of the end of December. It came from her own contributions to her TSP account and was removed proportionately from the three funds. (A check was mailed to Ms. Smith in mid-January.)

In the Open Season, Ms. Smith submitted Form TSP-1 to her agency to change the way her future payroll contributions were to be invested. **Beginning in late January**, contributions to her account were distributed 20%, or \$23.08, to the G Fund and 80%, or \$92.30, to the C Fund.

	DE	ETAIL C	F ACC	COUNT	ACTIV	ITY F	or the peri	od: 11/01/96	through 04/	30/97	TSP-8-A	
Name: MARY SMITH					Social Security Number: 923-45-6789 Date of E					Date of Bi	Birth: 02/01/60	
						Source		Inv	vestment Fu	und	Total	
	Activ	vity Payroll de Office	Pay Date	Process Date	Employee	Agency Automatic (1%)	Agency Matching	G Fund	F Fund	C Fund		
	MOI	NTH-END B	BALANCE	OCT 1996	15,000.00	3,000.00	12,000.00	10,000.00	5,000.00	15,000.00	30,000.00	
_	D D E T	47000016 47000016 NTH-END E	11/20/96	11/20/96	57.69 57.69 636.09 0.00 15,751.47	11.54 11.54 127.21 0.00 3,150.29	46.15 46.15 508.87 0.00 12,601.17	46.16 46.16 53.40 13,481.48 23,627.20	40.38 40.38 85.40 5,166.16 – 0.00	28.84 28.84 1,133.37 8,315.32 – 7,875.73	115.38 115.38 1,272.17 0.00 31,502.93	
	D D D E L	47000016 47000016 47000016	12/04/96 12/18/96	12/04/96 12/18/96	57.69 57.69 57.69 15.83 5,000.00	11.54 11.54 11.54 - 3.16 -	46.15 46.15 46.15 12.67 -	46.16 46.16 46.16	40.38 40.38 40.38 0.55 –	28.84 28.84 28.84 156.26 –	115.38 115.38 115.38 31.66 –	
	MOI D D	47000016 47000016	01/15/97	01/15/97	10,908.71 57.69 57.69	3,181.75 11.54 11.54	12,726.95 46.15 46.15	20,136.47 46.16 23.08	101.64 40.38 0.00	6,579.30 28.84 92.30	26,817.41 115.38 115.38	
/	E MOI	NTH-END B	BALANCE	JAN 1997	214.29 11,238.38	62.30 3,267.13	249.26 13,068.51	112.34 20,318.05	0.35 142.37	413.16 7,113.60	525.85 27,574.02	
	D D P E C	47000016 47000016			57.69 57.69 100.00 66.08 0.00	11.54 11.54 0.00 19.07 1.70	46.15 46.15 0.00 76.33 0.00	23.08 23.08 74.70 104.19 1.40	0.00 0.00 0.53 0.33 0.25	92.30 92.30 24.77 56.96 0.05	115.38 115.38 100.00 161.48 1.70	
	D D P	47000016 47000016	03/12/97	03/10/97	57.69 57.69 100.00	3,310.98 11.54 11.54 0.00	13,237.14 46.15 46.15 0.00	20,544.50 23.08 23.08 73.25	143.48 0.00 0.00 0.51	7,379.98 92.30 92.30 26.24	28,067.96 115.38 115.38 100.00	
	E A MOI	47000016 NTH-END B	BALANCE	MAR 1997	80.65 23.07 11,631.50		89.99 - 0.00 13,239.45	- 117.32 17.30 – 20,763.93	1.58 – 0.00 142.41	308.88 – 5.77 – 7,276.17		
	D D P E MOI	47000016 47000016 NTH-END E	04/23/97	04/21/97 04/30/97	57.69 57.69 100.00 236.38 12,083.26	11.54 11.54 0.00 66.01 3,400.65	46.15 46.15 0.00 264.03 13,595.78	23.08 23.08 72.76 121.38 21,004.23	0.00 0.00 0.51 2.12 145.04	92.30 92.30 26.73 442.92 7,930.42	115.38 115.38 100.00 566.42 29,079.69	

#### **Activity Codes**

=	Deposit	Т	=	Interfund transfer	С	=	Earnings correction	0	=	Court-ordered payment
=	Earnings	F	=	Forfeited nonvested monies	Υ	=	Earnings correction transfer	W	=	Post-employment withdraw
=	Loan	R	=	Restored amounts	٧	=	Reversal of earnings correction	M	=	Minimum distribution
=	Monthly loan payment summary	Α	=	Adjustment	В	=	Declared abandoned	N	=	Refunded excess deferral
	In conside withdrawal									

Monthly earnings are calculated by multiplying the rate of return for the month shown by the sum of your prior month-end balance and one-half of the total of deposits and loan repayments during the month shown. Earnings are credited at the end of the month shown. Adjustments, earnings corrections, forfeitures, loans, restored amounts, and withdrawals affect your account for the calculation of earnings at the end of the month shown. Interfund transfers also affect your account at the end of the month shown. Pay date is the date reported by your payroll office for deposits. Process date is the date deposits and loan payments were processed to your account by the TSP record keeper.

In February, Ms. Smith's loan repayments of \$50.00 each pay period began and were combined into one figure for the month (Activity Code P). The entire amount, \$100.00, was repaid to the employee portion of the account and distributed among the three investment funds. Ms. Smith will receive a detailed loan statement each quarter.

Due to an earlier delay by Ms. Smith's employing agency in submitting Agency Automatic (1%) Contributions, additional earnings were credited to Ms. Smith's account. Therefore, a correction in the amount of \$1.70 was made as of the end of February (Activity Code C).

As of the end of March, Ms. Smith's agency corrected an overpayment of Employee Contributions from a previous pay period with an adjustment (Activity Code A) to remove \$23.07 from her account. Ms. Smith must check with her agency to find out the details of the adjustment. (The TSP does not have this information.)

Ms. Smith's earnings (Activity Code E) were credited to her account every month using an 8-decimal-place rate of return. (As a result, calculations using the 2-decimal-place rate of return shown on the front of the statement may not match the earnings credited to her account.) Information on the earnings calculation is contained in the Fact Sheet, "Calculating Participant Earnings on Thrift Savings Plan Investments," which is available from your personnel office or the TSP Web site.